

Minimum Qualification Specifications
for the Class:

REPAIRS AND MAINTENANCE ASSISTANT

Basic Education/Experience Requirements

Graduation from high school. Excess experience of the type described below or work experience requiring the ability to read and comprehend and apply written directions or a high degree of verbal skill may be substituted for education on a year-for-year basis.

Experience Requirements

General Experience: Two years of general work experience which required the keeping of written records. Such record keeping experience may have been acquired in the performance of duties in which record keeping comprised the major portion of the job responsibilities. The record keeping experience may also have been gained in trades, custodial, clerical or any other general field of employment in which the record keeping function may have constituted a small but vital portion of the responsibilities of the position.

Specialized Experience: Three years of progressively responsible work experience in one or a combination of the following areas:

1. SCHEDULING building construction or maintenance work which included such duties as receiving requests for construction or maintenance; recommending or determining priorities; scheduling jobs; making estimates of time, manpower and materials required for jobs; following up on status of various jobs; preparing status reports; and performing other duties related to the scheduling of building construction or maintenance work.
2. PURCHASING building construction or maintenance materials or services which included such duties as studying market conditions and prices; selecting sources of supply; preparing purchase orders, bid proposals, contracts or similar instruments; analyzing cost price proposals; and performing other duties related to the purchasing of building construction or maintenance materials or services.
3. SELLING building construction or maintenance materials or services which included such duties as preparing bids, calling on customers,

displaying and demonstrating merchandise; estimating or quoting prices; preparing forms and sales contracts; preparing reports of transactions; and performing other duties related to the sales of building construction or maintenance materials or services.

4. ESTIMATING labor and material costs of construction or maintenance materials or services which included such duties as examining specifications; compiling itemized materials and price lists; computing cost estimates of materials and labor; and performing other duties related to estimating construction or maintenance costs.

Substitutions Allowed:

1. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.
2. Successful completion of a "junior" or "higher" accounting curriculum at an accredited business or technical school for which an associate of arts degree or certificate was awarded may be substituted for one year of General Experience.
3. Successful completion of a constructions trades curriculum at an accredited community college or technical school which included course work in mathematics may be substituted for one year of General Experience.
4. Successful study at an accredited college or university may be substituted for General Experience on a year-for-year basis.

Supervisory Aptitude: Applicants must possess supervisory aptitude.

Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes REPAIR AND MAINTENANCE which were approved on May 20, 1969.

Date Approved: 5-8-18



for RYKER WADA, Director
Department of Human Resources Development

